

Area Guidelines for Flyers, Posters and Web Communications

PURPOSE

This document will serve as a guideline for the communications of CT Al-Anon events and information using our spiritual principles of cooperation, participation, responsibility, singleness of purpose and unity or common welfare.

The types of communications will include flyers, posters, web postings, and verbal announcements within individual meetings and services arms of the CT AWSC.

WHAT TO CREATE A FLYER FOR CT AREA DISTRIBUTION

GROUPS

- Flyer to announce a new registered Al-Anon group meeting
- Flyer to announce the relocation, time or format change to an existing registered Al-Anon group meeting
- Flyer for Al-Anon group meeting events such as a Group's Anniversary, special workshop, or speaker meeting.
Include: the complete address
Date and time of the event

DISTRICT

- Flyer for a District related event that is open to all Al-Anon members such as a special speaker meeting or workshop
Include the complete address.
Type of meeting, example: service
Date and time of the meeting

AREA

- Flyers related to CT Al-ANON events for the Convention, Workshops, or special events including Save The Date flyers, registration forms, event programs, requests for volunteers
- Flyers related to the (5) Area 11 AA events with Al-Anon Participation – AA Convention, AA Round-up, Rompiendo Fronteras, Soberfest, CSCYPAA

LINKS OF SERVICE

Flyers originating at the group level are submitted to the District Representative (DR) for review (see below). Flyer will be returned if any corrections are required. Final version of flyer will be submitted by DR to AWSC secretary for review and distribution or returned to be amended if necessary.

Flyers originating at the district level are submitted to the DR for review.

Final version of flyer will be submitted by DR to AWSC Secretary for review, and distribution or returned to be amended if necessary. Flyers originating from Area Coordinators will be submitted to AWSC Secretary for review and distribution or returned to be amended if required.

ITEMS TO REVIEW

- Correct spelling of our name Al-Anon / Alateen
- PO Box is required for any mailings for registration and other communications addressed to Area, district or group events
- No personal last names, phone numbers, personal addresses or personal emails can be used on flyers.
- Proper use of the Al-Anon logo – it must stand alone, cannot be mixed in as part of another graphic, design or symbol (registered trademark logo is shown on page 117 in the current 2022-2025 Al-Anon/Alateen Service Manual P24/27)
- Final flyer format must be .PDF no larger than 1 MB, when standards have been met, subject to review of DR and Area Secretary will be posted on Connecticut's AFG website.
- materials will receive an acknowledgement within 72 hours that their materials have been received and are in proper format.

Al-Anon/Alateen Logos

▶ Symbols and Logos

